

CITY OF BURBANK

BUILDING INSPECTOR I

DEFINITION

Under general supervision, to inspect and record all types of residential and commercial/industrial projects for compliance with building codes, housing codes, and zoning laws; enforce property maintenance codes, complaints, business license inspections, the Burbank Municipal Code, and other City regulations; and perform related work as required.

ESSENTIAL FUNCTIONS

Maintains building, inspection, property maintenance, and complaint records; tracks and documents procedures, including daily inspection logs, inspection status logs, and daily route logs; monitors permit extensions and cancellations; prepares inspection reports; conducts field reviews to assure compliance with local, state, and federal laws; investigates and interprets regulations; approves applications for permits; makes inspections to ensure compliance with laws, regulations, and codes; answers questions and investigates complaints; assists in court actions; prepares inspection reports; makes substandard housing, property maintenance, complaint, business license, and zoning inspections; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards

- Knowledge of - building construction methods and materials; methods of making zoning and substandard housing inspections; California Building Codes, state, and local laws relating to building construction, Burbank Municipal Code, and other City regulations.
- Ability to - read and interpret building plans and specifications and to enforce their application; interpret and explain codes and regulations; prepare clear written reports; establish and maintain effective working relationships with contractors, workers, supervisors, fellow employees, and the public.

Education/Training: Graduation from high school or equivalent and two years of recent experience in any of the following trades or professions: building construction or inspection; electrical, plumbing, or heating trades; architectural, civil, structural, mechanical, or electrical engineering; property maintenance; or enforcement of governmental codes. Two years coursework at an accredited college or university with specialization in engineering, architecture, inspection technology, or other related field may be substituted for experience on a year-for-year basis.

License & Certificates: A valid California Class "C" driver's license or equivalent at the time of appointment; must be able to obtain International Code Council (ICC) certification as a Residential Building Inspector, Zoning Inspector, Property Maintenance Inspector or equivalent per state requirements within one year of appointment.

SUPPLEMENTAL INFORMATION

None.